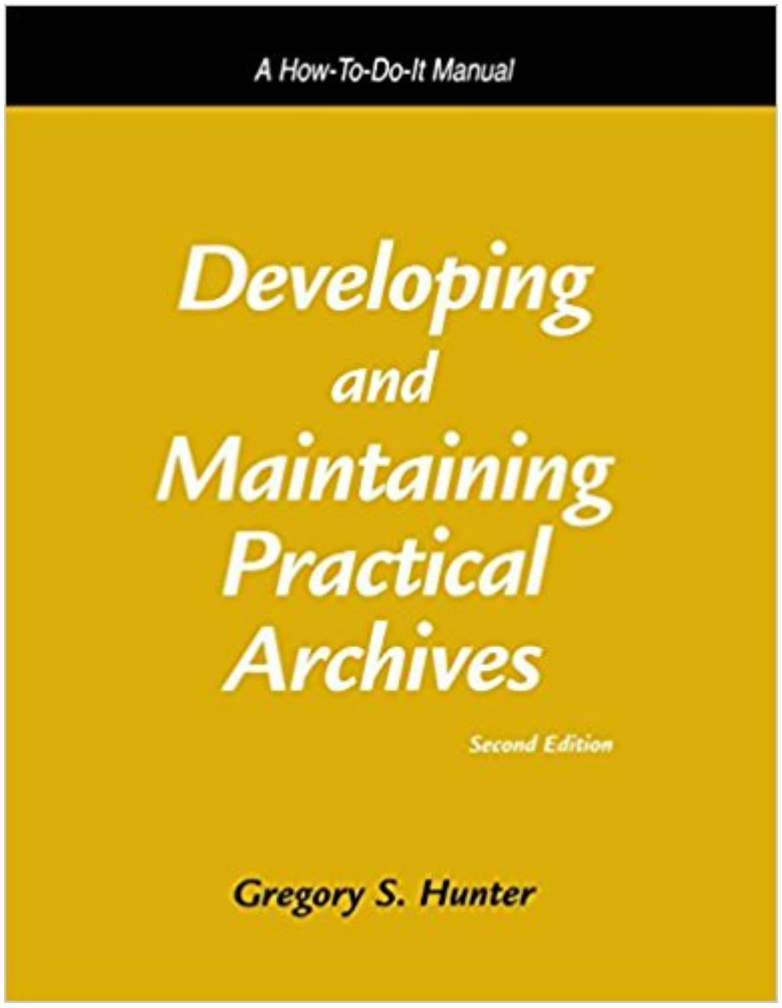
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Developing And Maintaining Practical Archives: A How-To-Do-It Manual (How-To-Do-It Manuals For Libraries)



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Synopsis

Library Journal and other review journals raved about the first edition of this now-standard guide. This new edition has been completely updated ad expanded to include crucial new information on digital records, encoded arcival description (EAD), copyright issues, post-9/11 security concerns, international perspectives on tuse issues--content that makes this manual essential for archivists of all backgrounds. Setting up archives, appraisal and accessioning, acquisition strategies and policies, arrangement description, reference and access, preservation, and electronic records are just some of the topics covered in both theory and practice in this clear, comprehensive, ad practial guide.

Book Information

Series: How-To-Do-It Manuals for Libraries (Book 122)

Paperback: 457 pages

Publisher: Neal-Schuman Publishers, Inc.; 2 edition (January 1, 2003)

Language: English

ISBN-10: 1555704670

ISBN-13: 978-1555704674

Product Dimensions: 8.5 x 1 x 11 inches

Shipping Weight: 2.6 pounds (View shipping rates and policies)

Average Customer Review: 4.7 out of 5 stars 12 customer reviews

Best Sellers Rank: #110,703 in Books (See Top 100 in Books) #31 inÃ Â Books > Politics & Social Sciences > Social Sciences > Library & Information Science > Library Management #33 inÃ Â Books > Textbooks > Humanities > Library & Information Science #72 inÃ Â Books > Politics & Social Sciences > Social Sciences > Library & Information Science > General

Customer Reviews

If you have to do archives, this is a very good book. Eminently practical and readable, it discusses everything from undertaking a records survey to issues involved in electronic archives. An extensive bibliography presents many articles by leaders in the archival profession. Extremely useful are charts that organize important information succinctly?for example, characteristics of records with intrinsic value and a convenient table providing cubic foot equivalents for physical items. Anecdotal vignettes such as Alex Haley at the National Archives and Stanford University’s purchase of Allen Ginsberg’s manuscripts and "old electric bills" make for lively reading, sharpening what Richard Cox once called "the cutting edge of a dull profession." Hunter, an associate professor at the Palmer

School of Library and Information Science, Long Island University, was the first president of the Academy of Certified Archivists and is a former chair of the Society of American Archivists' Committee on Education and Professional Development. Highly recommended for those just starting out and as a useful refresher for established archivists as well.?Barry Chad, Carnegie Lib. of PittsburghCopyright 1997 Reed Business Information, Inc. --This text refers to an out of print or unavailable edition of this title.

"Not only a rich and ready reference tool but also a practical resource for solving problems ... A must for every archivist or aspirant to the profession." --Catholic Library World"A 'must-read' for anyone ... building or maintaining an archive." --Library Bookwatch"Hunter has provided the profession with a text that is best suited for beginning archivists and graduate students in archival studies or library science programs ... I recommend the text to academic librarians who are responsible for developing an archives for their institution, yet are not acquainted with the field of archives and manuscripts." --Journal of Academic Librarianship

Just what we needed for new staff joining the museum. Thanks.

read and one of the better archival books I've read. Most of them are uppity in how they are written. This book was written in layman's terms and an easy read.

The book has good advice, but is large and difficult. It would be better as an ebook.

Excellent introduction for emerging archivists.

Great

great purchase

The packaging was perfect, the shipment was on time, the price was right - everything I need for my last year in Library school.

I found this text very informative with a great deal of practical information, without being wordy or dry. My only regret is that it is not available in a newer edition; too much is changing in the field of

digital archives and it would be nice to see the author address more of the changes to come.

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